

Instructions for Animal Project Determinations

IACUC-Institutional Animal Care and Use Committee

1. Does the project involve animals?

All domestic or international, laboratory or field investigations, research or non-research such as surveillance or outbreak investigations involving animals must be cleared by the CDC Animal Care and Use Program Office (ACUPO) before work can begin.

2. Complete the request for project determination through STARS and obtain needed signatures. For questions regarding Project Determination - Please reach out to

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3. Complete the "IACUC Protocol Determination" form (see on next page).

This form **is required**, even if a non-research determination has been granted. Non-research determinations will not be accepted for animal project clearance and are only applicable to human subject reviews.

This form **is required** for CDC employees, country offices, FETP residents or advisors, guest researchers, or contractors involved in animal projects, animal sample collection, vaccination or other procedure or providing guidance to Ministry or other parties in country on animal projects, animal sample collection, vaccination or other procedure.

This form **is not required** if it has already been determined that IACUC approval is needed for this project and investigator will submit an animal protocol into TOPAZ for CDC IACUC review.

4. Submit the completed "IACUC Protocol Determination" form along with a proposal/protocol (if one is available) to

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5. The ACUPO Chief or designee, will make a determination and return the "IACUC Protocol Determination" form to you with instructions on how to proceed.

6. If the determination requires an animal use protocol to be submitted for IACUC review and approval, **CGH** will identify the appropriate staff person and enter the protocol into Topaz Elements for submission for IACUC review.

All animal protocols will need Division level pre-clearance before submission to the IACUC.

7. For questions about animal use and IACUC approval - Please contact

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IACUC Protocol Determination Form For Projects Involving Animals

Approval Chain: Investigator → Branch Chief → Division ADS → ACUPO email box

Project title	Project location/Country(ies)
CDC Principal investigator Email: Phone:	Division:
Proposed start date (mm/dd/yyyy):	Proposed end date (mm/dd/yyyy):
Animal species that will be used/collected/sampled:	Total number: Pain category: C: D: E:

Please answer questions below with sufficient detail:

1. What species will be used/collected/sampled?

2. What [USDA pain category](#) will the animal be experiencing during the course of the study?

3. Where will the animal portion of the study be conducted?

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4. If not at CDC, is CDC funding any portion of the study? How is CDC providing the funding?

5. Will any CDC employees, guest researchers, contractors, or FETP residents be collecting data or working directly with the animals?

6. Did CDC request this work to be done or did CDC influence the study design of the animal portion of the study?

7. Will animals be housed at another facility? *If NO, form is complete. Skip remaining questions.*

8. If animals will be housed at another facility, does that facility have a domestic or foreign OLAW Assurance? Please provide the Assurance number:

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9. If animals will be housed at another facility, is that facility AAALAC accredited? Please provide Accreditation number:

10. If animals will be housed at another facility, does that facility have an IACUC and approved IACUC protocol for the animal work?

ACUPO Review	Date received in the ACUPO office:
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- Project **DOES NOT** require submission of the protocol to IACUC for review and approval
- Project **DOES** require submission of the IACUC approved protocol from the other facility/entity to the CDC IACUC/ACUPO for review and deferral
- Project **DOES** require submission of the protocol to the CDC IACUC via Topaz Elements for review and approval

Approvals/Signatures	Date:	Remarks:
Principal Investigator		
Branch Chief		
Division ADS/ADLS		
ACUPO Chief		